



**CITY OF  
MOUNT  
DORA**

**Parks and Recreation  
900 N. Donnelly St.  
Mount Dora, FL 32757  
352-735-7183  
Fax: 352-735-3681**

**E-mail: [parksandrec@cityofmoundora.com](mailto:parksandrec@cityofmoundora.com)**

---

**PARKS AND RECREATION  
ADVISORY BOARD MEETING  
City Hall Board Room, 510 N. Baker Street, Mount Dora, FL 32757  
August 19, 2024 at 5:30 PM**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Public Comment
- V. Presentations
- VI. Action Items
  - A. 2025 Florida Recreational Development Assistance Program (FRDAP) grant application in the amount of \$200,000 for improvements to Donnelly Park
- VII. Resolutions
- VIII. Ordinances
- IX. Discussion Items
- X. City Staff
- XI. Communications and Reports
- XII. Future Meeting Dates
  - A. Monday, September 16, 2024, 5:30 p.m
  - B. Monday, November 18, 2024, 5:30 p.m
- XIII. Adjournment

**NOTICE:** Please note that, for purposes of Section 286.011, Florida Statutes, two or more members of the City Council may be present at this meeting, and this meeting may be considered a City Council meeting.

**NOTICE:** If any person decides to appeal any decisions at this meeting with respect to any matter considered, such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**NOTICE:** In accordance with the Americans with Disabilities Act (“ADA”) and Florida Statutes, Section 286.26, persons with disabilities needing a reasonable accommodation to participate in a public hearing or meeting should contact the City of Mount Dora’s ADA Coordinator at least 48 hours prior to the proceeding. The ADA Coordinator may be contacted by phone at 352-735-7126, ext. 1111, or by email at [clerk@cityofmounddora.com](mailto:clerk@cityofmounddora.com).

If hearing impaired, telephone the Florida Relay Service numbers (800) 955-8771 (TDD) or (800) 955- 8770 (Voice) for assistance.

If you have any comments or question regarding the contents of this agenda packet, please call Jennifer Schwarz at (352) 735-7183 ext. 1605.



# CITY OF MOUNT DORA

Leisure Services  
900 N. Donnelly St.  
Mount Dora, FL 32757  
352-735-7183  
Fax: 352-735-3681

E-mail: [parksandrec@cityofmounddora.com](mailto:parksandrec@cityofmounddora.com)

---

**DATE:** August 19, 2024

**TO:** Parks and Recreation Advisory Board Members

**FROM:** Troy Shonk, Director of Parks and Recreation

**SUBJECT:** 2025 Florida Recreational Development Assistance Program (FRDAP) grant application in the amount of \$200,000 for improvements to Donnelly Park

---

**Introduction:**

Discussion of 2025 Florida Recreational Development Assistance Program (FRDAP) grant application in the amount of \$200,000 for improvements to Donnelly Park.

**Discussion:**

The Florida Recreation Development Assistance Grant is a 100% matching grant providing funding to organizations for the development of outdoor recreational facilities. Organizations may apply for up to \$200,000.00 in state funds to support their outdoor recreational facilities.

Funding from this grant will supplement the City's capital improvement project for Donnelly Park.

City Council approved the application of this grant on the July 16 agenda.

**Budget Impact:**

There is \$557,000 budgeted in the current FY 23-24 CIP budget.

**Strategic Impact:**

Objective 2.3. Develop a parks and recreation system guided by the principles of the Parks and Recreation Master Plan

2.3.4. Invest in an equitable Parks system

**Recommendation** Parks and Recreation Advisory Board to discuss and approve the FRDAP \$200,000 grant application for Donnelly Park.

**Attachment(s):**

1. Donnelly Park Surveying\_TaskAuthorization - signed
2. Donnelly Park Improvements\_TaskAuthorization - signed
3. 2024 FRDAPGrant Opp

Prepared by: Jennifer Schwarz, Operations Manager

Reviewed by: Troy Shonk, Parks & Recreation Director

Final Approval - 8/1/2024





VIA EMAIL [shonkt@cityofmounddora.com](mailto:shonkt@cityofmounddora.com)

June 26, 2024, revised July 11, 2024

Troy Shonk  
Parks & Recreation Director  
City of Mount Dora  
900 N. Donnelly St  
Mount Dora, FL 32757

**RE: REVISED PROPOSAL/AGREEMENT FOR DONNELLY PARK SURVEYING, MOUNT DORA, LAKE COUNTY (HALFF 044712.132) (RFQ #18-PW-009)**

Dear Mr. Shonk:

Enclosed please find our revised proposal for surveying services necessary to complete the above-referenced project, as requested. Please prepare your Purchase Order for us to sign and complete the Client Information Form for billing purposes. Should you have any questions with regards to this matter, please feel free to contact our office.

Sincerely,

Halff Associates, Inc.

A handwritten signature in blue ink, appearing to read "Suzanne Osborne".

Suzanne Osborne, P.S.M.  
Survey Team Leader  
[sosborne@halff.com](mailto:sosborne@halff.com)

SO:ab

Enclosure



VIA EMAIL [shonkt@cityofmounddora.com](mailto:shonkt@cityofmounddora.com)

June 26, 2024, revised July 11, 2024

Troy Shonk  
Parks & Recreation Director  
City of Mount Dora  
900 N. Donnelly St  
Mount Dora, FL 32757

**RE: REVISED PROPOSAL/AGREEMENT FOR DONNELLY PARK SURVEYING, MOUNT DORA, LAKE COUNTY (HALFF 044712.132) (RFQ #18-PW-009)**

Dear Mr. Shonk:

**Scope of Services:**

Halff Associates, Inc. (HALFF) is pleased to present this Scope of Services to City of Mount Dora (COMD). This proposal is for the survey and horizontal and vertical utility locates for Donnelly Park in Mount Dora, Florida.

This scope is valid for 30 days and will include the following Phases:

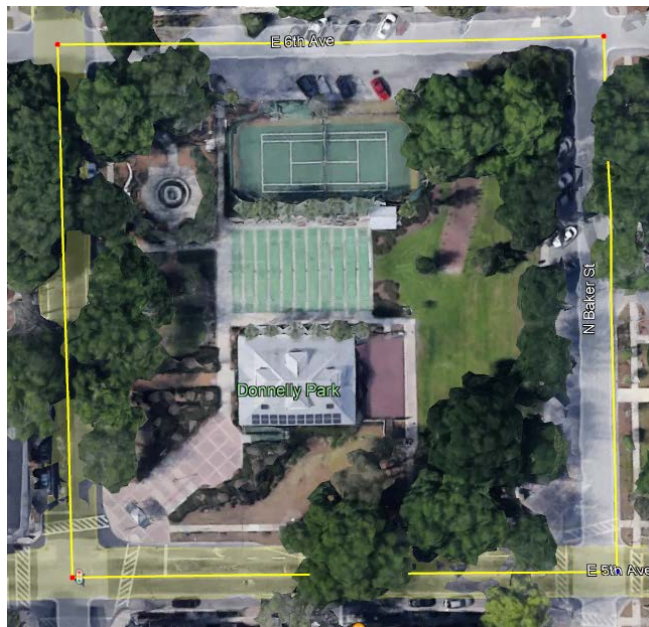
**PHASE 100 TOPOGRAPHIC SURVEY**

A Topographic Survey in accordance with 5J-17, Florida Administrative Code, the Standards of Practice for land surveying in the State of Florida, being Lake County Property Appraiser Alternate Key #1728894, lying in Section 30, Township 19 South, Range 27 East, Lake County, Florida will be performed to locate the horizontal and vertical spatial relationship of the above ground man-made or natural features lying within the limits defined in survey exhibit "A" (area outlined in yellow) sufficient to establish a one-foot contour digital terrain model. The rights of way will be determined along Donnelly Street, 5<sup>th</sup> Avenue, Baker Street, and 6<sup>th</sup> Avenue. Location limits will be to the centerline of pavement on all streets except Baker Street. Baker Street will be to the face of curb on the east side of street. Accessible drainage structures, gravity sewer lines and associated pipes will be located and detailed. A note will be included on the survey for any structures that are not able to be detailed. A minimum of three (3) site benchmarks (NAVD 88 datum) will be used or established for this project from existing control. Any above ground features for the existing utilities such as valves, transformers, or fire hydrants along with flagging/markings delineated by others will be located. All trees having a diameter of 6" or larger will be located with size and type (if known) notated. Individual shrubs or ornamental plants will not be located. After completion of new sidewalk on west side of existing building and installation of new pickleball courts with adjacent swale, an As-built Survey will be completed showing said improvements. The topographic survey shall be provided in digital format. See Survey Exhibit "A" for approximate topographic survey limits.

**FEE: \$49,575.00**

	Hours	Rate	
PSM QA/QC	50	\$160.00	\$8,000.00
Office Tech	160	\$100.00	\$16,000.00
3 Man Crew	165	\$155.00	\$25,575.00
			\$49,575.00

### Survey Exhibit "A"



### Survey Deliverables

1. Signed and Sealed Topographic Survey
2. Electronic Files (PDF & AutoCAD) will be released to the client/engineer within 12 months of the date of survey or until the contract is closed.

**ESTIMATED COMPLETION TIME FOR PHASE 100 IS 60-75 BUSINESS DAYS UPON SIGNED CONTRACT.**

### **PHASE 200 SUBSURFACE UTILITY LOCATING/HORIZONTAL LOCATIONS (PRECISE LOCATING SERVICES, INC.)**

Designate the horizontal positions for but not limited to Sewer, Gas, Water, buried power, buried Electric, Fiber and Telephone as outlined in yellow on map provided on 04/24/24. On E. Sixth Avenue, N. Donnelly and E. Fifth Avenue from center line of the streets towards the park, N. Baker Street eastern curb towards the park to include all of the Donnelly Park.

This does not include lane closures, permits, or bonds.

Equipment and methods for finding/locating underground utilities and features are the industry recognized procedures. Although effective and reliable, there is the possibility that all utilities may not be located or field verified due to environmental or soil conditions, water table, excessive depth, feature makeup and/or equipment limitation.



**ESTIMATED COMPLETION TIME FOR PHASE 200 IS 60-75 BUSINESS DAYS UPON SIGNED CONTRACT. (CONCURRENT WITH PHASE 100)**

**FEE: \$7,535.00**

**PHASE 300 SUBSURFACE UTILITY LOCATING/VERTICAL VERIFICATION/SOFT DIG (PRECISE LOCATING SERVICES, INC.)**

Designate the depth and size for buried utilities at pre-staked locations to be determined after utility locates have been completed. Actual number of soft digs performed will be charged. This is only an estimated number.

This does not include lane closures, permits, bonds, open cut roads, sidewalk removal or repairs.

Equipment and methods for finding/locating underground utilities and features are the industry recognized procedures. Although effective and reliable, there is the possibility that all utilities may not be located or field verified due to environmental or soil conditions, water table, excessive depth, feature makeup and/or equipment limitation.

**ESTIMATED COMPLETION TIME FOR PHASE 300 IS 60-75 BUSINESS DAYS UPON SIGNED CONTRACT. (CONCURRENT WITH PHASE 100)**

**FEE: \$6,325.00 (10 SOFT DIGS REQUESTED)**

**PHASE 400 PROJECT ADMINISTRATION**

The scope of services shall include administrative services necessary to coordinate all aspects of the project through the design process.

**ESTIMATED COMPLETION TIME FOR PHASE 400 IS NOT APPLICABLE. (CONCURRENT WITH PHASES 100 THROUGH 300)**

Title	Hours	Rate	Fee
PSM (Principal)	10	\$160.00	\$1,600.00
PSM	7	\$125.00	\$875.00
		Total	\$2,475.00

**FEE: \$2,475.00**



**PHASE 9999 REIMBURSABLES (IF NEEDED)**

Costs for reimbursables, including printing, copying, blueprints, binding, mileage, etc, shall be billed at cost.

**ESTIMATED COMPLETION TIME FOR PHASE 9999 IS NOT APPLICABLE. (CONCURRENT WITH PHASES 100 THROUGH 400)**

**FEE: \$500.00 (ESTIMATED, TO BE BILLED AT COST)**

**SUMMARY FEE SCHEDULE**

PHASE 100	\$49,575.00
PHASE 200	\$7,535.00
PHASE 300	\$6,325.00
PHASE 400	\$2,475.00
PHASE 9999 (IF NEEDED)	\$500.00
<b>TOTAL</b>	<b>\$63,935.00</b>



**THIS PROPOSAL DOES NOT INCLUDE THE FOLLOWING ITEMS:**

- Soil Boring Location and Elevation Survey
- Monumentation of Wetlands for Conservation Easement
- Platting
- Sketch and Descriptions for Conservation Easements
- Recording of Easements
- Offsite Survey
- As-built Survey (other than as specified above)
- Post-construction Improvement Survey
- Construction Staking
- Construction Plans
- Engineering/Design of Any Kind
- Stormwater Analyses
- Permitting Services of Any Kind
- Infrastructure Capacity Studies/Assessments
- CADD Support for other Contracts
- Bid Documents/Bidding
- Construction Administration
- Earthwork Calculations
- Rezoning
- Land Use Changes
- Franchise Utility Coordination
- Conversion of AutoCad Files to or from any other format
- Written Specifications
- Cost Estimating/Quantity Take-offs
- Environmental Assessment (Threatened and Endangered Assessment)/Biological Services
- Environmental Impact and Cultural Statements and Assessments, Jurisdictional Waters of the US Determination
- Architectural, Structural, Mechanical, Fire Protection, or Electrical Services
- Wetland Flagging/Delineation
- Geotechnical Investigations
- Noise Study
- RGB Submittals



**HOURLY RATE SCHEDULE  
(2018)**

Professional Services shall be charged at the following rate schedule:

**ENGINEERING**

PROFESSIONAL ENGINEER (PRINCIPAL)	\$175.00/HOUR
PROFESSIONAL ENGINEER	\$145.00/HOUR
PROJECT ENGINEER	\$115.00/HOUR
ENGINEER TECHNICIAN I	\$105.00/HOUR
ENGINEER TECHNICIAN II	\$80.00/HOUR
BUILDING INSPECTOR	\$70.00/HOUR
CONSTRUCTION ENGINEER	\$90.00/HOUR
EXPERT TESTIMONY PROFESSIONAL ENGINEER	\$300.00/HOUR

**SURVEYING**

PROFESSIONAL SURVEYOR (PRINCIPAL)	\$160.00/HOUR
PROFESSIONAL SURVEYOR	\$125.00/HOUR
4 MAN FIELD CREW	\$195.00/HOUR
3 MAN FIELD CREW	\$155.00/HOUR
2 MAN FIELD CREW	\$130.00/HOUR
SURVEY TECHNICIAN I	\$100.00/HOUR
SURVEY TECHNICIAN II	\$80.00/HOUR
EXPERT TESTIMONY PROFESSIONAL SURVEYOR	\$300.00/HOUR



**CLIENT INFORMATION FORM**

To assist Halff Associates, Inc., to prepare the requested proposal, please complete the information below:

PRINT NAME & TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BILLING CONTACT NAME & TITLE: \_\_\_\_\_

BILLING CONTACT EMAIL: \_\_\_\_\_

BILLING CONTACT PHONE: \_\_\_\_\_

CLIENT REPRESENTATIVE: \_\_\_\_\_

IS CLIENT THE OWNER OF THE SUBJECT

PROPERTY? YES: \_\_\_\_\_ NO: \_\_\_\_\_

(If no, Halff Associates, Inc., reserves the right to require a retainer prior to commencing services.)

Is the property accessible? \_\_\_\_\_

If gated/locked, who shall Halff Associates, Inc. contact to gain access to the property?

NAME AND PHONE NUMBER: \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY OF MOUNT DORA  
TASK AUTHORIZATION FORM**

In accordance with the terms and conditions of the Agreement between Faden Builders, Inc. (Construction Manager) and the City of Mount Dora, dated April 7, 2020, the parties hereto agree to the scope of work, pricing, schedule and subcontractors set forth herein.

<b>Project Name:</b> Donnelly Park Improvements
<b>Project Amount: \$</b> \$354,236.27
<b>Budget Account Number:</b> 310-5555-580.63-01-PK2411
<b>City Project Manager:</b> Troy Shonk
<b>Contractor:</b> Faden Builders, Inc.
<b>Contractor Project Manager:</b> Philip Rapalje

**NOTE: THE CONTRACTOR MAY NOT BEGIN WORK UNTIL THIS FULLY SIGNED TASK AUTHORIZATION AND A CITY PURCHASE ORDER ARE DELIVERD TO THE CONTRACTOR.**

**SUMMARY OF WORK TO BE COMPLETED**

Each Task Authorization package shall include:

- Exhibit A** – Scope of Work
- Exhibit B** – Sub-Contractors
- Exhibit C** – Schedule
- Exhibit D** – Compensation

Recommended By:  
 Print: Jennifer Schwarz for Troy Shonk  
 Signature: Jennifer Schwarz  
 Date: 07/25/2024

Reviewed By:  
 Print: Jennifer Schwarz for Troy Shonk  
 Signature: Jennifer Schwarz  
 Date: 07/25/2024

<b>CONTRACTOR ACCEPTANCE</b>		<b>CITY APPROVAL</b>	
<b>Print Name:</b> TODD M. FADEN		<b>Print Name:</b>	
<b>Signature:</b> <u>Todd m Faden</u>		<b>Signature:</b>	
<b>Date:</b> 7/25/2024		<b>Date:</b>	



7/25/2024

Faden Proposal No. 24-220

Troy Shonk  
Parks and Recreation Manager  
City of Mount Dora  
510 N Baker Street  
Mount Dora, Florida 32757

RE: Donnelly Park FY24 Improvements

Scope Summary:

Prepare and deliver (3) conceptual designs for Donnelly Park hillside and promenade improvements on the east side of the park for review by the City and provide a 2D presentation design drawing of the chosen conceptual design.

2D presentation design drawing deliverable to include:

- Site Plan
- Seating Design
- Ramp/Stair Design
- Cross Section
- Site Elevation

Construct new ADA ramp/walkway from the Donnelly Park building west to Donnelly Street with landscape walls and railings.

Convert the existing tennis court to three (3) new pickleball courts oriented north to south. Reposition and resurface the three (3) existing pickleball courts approx. 3 FT to the south. Divert storm water sheet flow from the east around the courts to the north. Construct new hardscape area around the new pickleball courts for accessibility and to increase festival event space.

#### **Exhibit A: Scope of Work**

1. General Conditions
  - a. Pre-construction services including meetings, cost estimating
  - b. Donnelly Park conceptual designs and presentation drawings
  - c. Construction Project Management and Supervision
  - d. Mobilization/Demobilization
2. Site Prep / Demolition
  - a. Site Layout
  - b. Remove and dispose of existing concrete curbs and sidewalk
  - c. Remove and dispose of the chain link fence around the court
  - d. Sawcut court edges and remove approx. 2,400 SF of asphalt court
  - e. Prep area for new asphalt patch and seam together with existing courts
3. New Construction
  - a. Install approx. 60 LF of new FDOT Type "D" concrete curb along north parking lot
  - b. Install approx. 1,500 SF of new paver hardscape, including new steps at new pickleball court area
  - c. Install approx 180 LF of new landscape wall between the new courts and the parking lot and along the east side of the new courts
  - d. Install approx. 85 LF of new 4'H aluminum fence to separate courts from parking lot
  - e. Install Laykold Maters Color court surfacing at new and existing courts
  - f. Install 3 sets of pickleball footings, posts and nets at new courts



- g. Relocate 3 sets of existing pickleball posts and nets at existing courts, install new footings
- h. Install new cable and netting between courts
- i. Divert watershed to the north around the courts on the east side
- j. Modify irrigation and install approx. 4,000 SF of Bahia sod to restore disturbed areas
- k. Install three (3) new in ground receptacles in the new hardscape areas to the west of the new courts
- l. Install new ADA paver walkway (ramp and steps) with landscape walls/planter areas on each side at the Donnelly Park building
- m. Install (9) Natchez Crape Myrtles 65 gal along the new ADA ramp/walkway
- n. Provide and install two-line aluminum railings with black powder coat at new ramps and steps

Qualifications and Exclusions:

- 1. Work to be completed 1<sup>st</sup> shift, M-F, no overtime is included.
- 2. The scope is limited to the items listed in Exhibit A. Any other added scope items or items required by the AHJ for permitting are excluded and will be charged as a change order.
- 3. Conceptual design work will commence after receipt of the Donnelly Park survey (by others) with grade contours and tree locations (delivered in CAD format).
- 4. Engineering is excluded.
- 5. Permitting and associated fees are excluded.
- 6. Survey and as-builts are excluded.
- 7. Geotechnical testing/reports are excluded.
- 8. Dewatering is excluded.
- 9. Tree removal is excluded.
- 10. Painting and staining are excluded.
- 11. Existing aluminum ramp railing on the north side of the park to remain.

Exhibit B: Price/GMP Breakdown

1. General Conditions	\$ 59,201.14
2. Site / Prep / Demolition	\$ 71,517.50
3. Concrete	\$ 68,288.82
4. Metal	\$ 18,061.05
5. Courts	\$ 57,571.82
6. Electrical	\$ 8,070.18
Subtotal	\$ 282,710.51
General Liability Insurance	\$ 3,675.24
Contingency (10%)	\$ 28,271.05
Contractor's Fee	\$ 39,579.47
Permit Fee	excluded
Performance and Payment Bond	excluded
<b>Gross Maximum Price (GMP):</b>	<b>\$ 354,236.27</b>

The prices included in this proposal are valid for 60 days.



**Exhibit C: Basic Schedule**

Procurement will begin promptly after the issuance of the Purchase Order.

Proposed duration schedule:

- Donnelly Building ramp/walkway will be phase 1.
- Pickleball courts will be phase 2, mid-October start.
- 10 workdays for mobilization and demolition
- 15 workdays for grading, layout and concrete/asphalt
- 30 day asphalt cure time prior to coating
- 10 workdays existing court resurfacing (existing courts will be closed)
- 5 workdays for site work
- 2 workdays for demobilization

Project Management Information System (PMIS) will not be required for this project.

**Exhibit D: Construction Team**

Owner's Representative: Troy Shonk (City of Mount Dora)

Construction Manager: Todd Faden (Faden Builders)

**Exhibit E: Construction Manager's Staff**

- Principal: Todd Faden
- Project Manager: Philip Rapalje
- Site Superintendent: Rob Bennett
- Staff Accountant: Helen Johnson
- Safety Director: Andre Harris
- Administrative Assistant: Colleen Chamberlain

**Exhibit F: Sub-Contractors**

- Ace Surfaces
- The Yard Stop
- Marathon Electric

Please feel free to contact me with any questions. We look forward to working with you.

Best regards,

**PHILIP RAPALJE**

Philip Rapalje  
Faden Builders, Inc.

## 2025-2026 Florida Recreational Development Assistance Program (FRDAP) Regular Application Cycle

The Florida Department of Environmental Protection provides funds through the Florida Recreational Development Assistance Program's competitive grants for the acquisition or development of outdoor recreational facilities. Any municipality may apply for up to two FRDAP grants during each funding cycle but may only have three active FRDAP grants at one time.

### Eligible Activities include but are not limited to:

Basketball Courts, Field Lighting, Boating Facilities, Beach Access, Playgrounds, Soccer Fields, Tennis Courts, Baseball/Softball Facilities, Sports lighting, Trails, Picnic Facilities, Fishing/Nature Piers, Outdoor Amphitheaters, Dog Parks, Cultural Facilities, Support Facilities and any other outdoor recreation or open space elements.

<b>Application Deadline:</b>	September 30, 2024
<b>Maximum Grant Amount:</b>	\$50,000- \$200,000 (2 applications are permitted for each cycle)
<b>Eligible Costs:</b>	<b>Project costs from July 1, 2024, and on are reimbursable.</b> <b>Grant preparation fees are eligible to be reimbursed as a part of the grant.</b>
<b>Match Requirements:</b>	Grants up to \$50,000 have no matching fund requirement. Grants more than \$50,000 and up to \$150,000 have a 25% matching funds requirement. Grants over \$150,000 have a 100% matching funds requirement.